

# University of Houston – Clear Lake

## Position Description

Job Title: **Director, Admissions**

Job Code: **2260**

Pay Grade: **060**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **ORP**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required	Master's degree preferred
Experience	Five years experience in a supervisory position with progressive responsibilities in higher education admissions. Thorough understanding of the admissions process from initial contact to enrollment.	Knowledge of the PeopleSoft Student Administration System
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

Responsible for developing a comprehensive market and data driven approach to recruitment and enrollment. Supervises the development and implementation of the annual recruitment plans, strategies and recruiting events that lead to the attainment of the university's enrollment management goals; maintains relationships with surrounding community colleges and other higher education institutions for recruiting purposes; directs the application process from inquiry to enrollment; creates and maintains a team effort and collaborative environment for the development and implementation of the annual recruitment plans; interprets and enforces university, state board and Federal regulations regarding admissions; oversees the operation of the Office of Admissions and supervises professional and support staff in the areas of admissions processing, international admissions, student communications, and recruitment and prepares reports as needed. Manages an annual budget of \$1.3 million dollars, decisions on the distribution of funds and accountability of cost centers. The position reports to the Associate Vice President of Academic Affairs.

Duties and responsibilities

% Time

Oversees the admissions function and coordinates all activities necessary to convert prospective students into enrolled students in accordance with the university enrollment targets. Oversees the development and execution of the annual recruitment plan. Coordinates efforts with the schools to meet their desired enrollment targets for selected programs.	35
Responsible for ensuring the efficient operations of admissions processing and ensuring that PeopleSoft Student Administration product is utilized to its fullest potential to allow the university to achieve its enrollment targets. Oversees the Student Information System, development and maintenance needs, coordinates priorities and testing schedules with Functional Analyst as it pertains to PeopleSoft advising and admissions functions.	20
Serves on university committees as appropriate, including the Enrollment Management Group and the Academic Affairs Marketing Group.	10
Works closely with the Registrar, SAC Assistant Director, Financial Aid Director, Cashier, and Dean of Students to resolve operational issues that allow the university to maximize enrollment.	10

Budget responsibilities that include the management of approximately 8 cost centers totalling over \$1.3 million dollars, decisions on distribution of funds and accountability of cost centers. Responsible for developing admissions priorities and participating in the campus wide priority process.	10
Hires and evaluates with firing authority and supervises the staff of the Office of Admissions and oversees the workflow related to admissions function, including the recruiting personnel, admissions processing personnel and internal admissions personnel. Other duties as assigned.	15

***This position description describes the general qualifications, duties and responsibilities of work being performed.***